Idaho State Capitol Commission

Official Minutes
November 12, 1998

A meeting of the Idaho State Capitol Commission (ISCC) was held on this date in the Senate Caucus Room, #350, Idaho State Capitol Building. Chairman Roy Eiguren called the meeting to order at 10:00 a.m.

Attendees

Members Present:

Roy Lewis Eiguren, Chairman
Pam Ahrens, Director, Department of Administration, and Secretary/Ex-Officio Member
Sondra Dahl-Hansen
Andrew Erstad
Stephen Hartgen via conference call
Louise Shadduck via conference call
Skip Smyser
Carl Bianchi, Director, Legislative Services Office and Ex-Officio Member
Steve Guerber, Director, State Historical Society and Ex-Officio Member

Staff Present:

Larry Osgood, Administrator, Division of Public Works
Mike Despot, Manager, Facilities Services, Department of Administration
Rick Thompson, Internal Management Systems Administrator, Department of Administration
Audra Sims, Interpretive Specialist, Idaho State Historical Society
Diane Garcia, Management Assistant, Department of Administration

Approval of Minutes

MOTION: Ms. Shadduck moved the minutes of the August 31, 1998 Idaho State Capitol Commission meeting be approved as written. Mr. Smyser seconded the motion and the Commission members passed it unanimously.

Mission/Vision Statement

In response to the Commissioners' request for a succinct statement of Commission purpose, Chairman Eiguren distributed the following proposed mission statement. *"To develop and implement a comprehensive Master Plan for the restoration and refurbishment of the Idaho State Capitol Building and its grounds along with a Funding Program recommending a combination of public and private funds to implement the Master Plan."* Additionally, a vision statement, he said, was drafted to recognize the unique characteristics of our State Capitol with much of the wording taken from the statement of findings and purposes within the Capitol Commission statute.

Finally, as part of the document are four strategies which flow from the mission and vision, he explained. ***1)*** *"In conjunction with the Architect of the Capitol and a Master Plan consultant, develop the Master Plan between January 1, 1999 and June 30, 2000."* ***2)*** *"Implement the renovations within the Master Plan between July 3, 2000 and July 3, 2005."* (The centennial of the Capitol Building is 2005—one-hundred years from when construction commenced.) ***3)*** *"In consultation with appropriate parties, including a recognized fund-raising consultant, develop the Funding Program during the same time period."* ***4)*** *"For the period November 1, 1999 through June 30, 2000, the Commission will (a) develop and implement a comprehensive public information and involvement program, and (b) implement and fund emergency actions that are necessary to protect the historical uniqueness of the Capitol."*

Mr. Hartgen remarked the statement may need to address the Commission's obligations after the year 2005. Consequently, Director Ahrens suggested the word *"dynamic"* be added to the mission statement to portray an ongoing plan, and Director Guerber suggested the words *"and preservation"* also be added to indicate an ongoing mission.

With the assistance of an ad hoc group, Director Bianchi offered to refine the statement to be more laudatory toward what members perceive is the direction of the Commission. The revised version will then be sent to all Commissioners for comment.

MOTION: Mr. Smyser moved the Committee approve the draft strategic plan in concept, and in its revised version, to be modified by an ad hoc committee, composed of Director Bianchi, Director Guerber, Director Ahrens, and Mr. Hartgen. Director Bianchi seconded the motion and the Commission members passed it unanimously.

Review and Approve FY99 Supplemental Budget and FY00 Budget

The Capitol Endowment Permanent Fund currently has a $2.3 million balance, Mr. Thompson reported, and the Capitol Endowment Income Fund from which the expenses for the operation of the Commission and the Capitol Projects are made, has a current balance of $402,500. He distributed copies of, and explained the ISCC FY99 and FY00 budget requests. (See attached.)

Fiscal Year 1999 Budget Request

Administrative costs for FY99 total $47,200 and include meeting expenses, postage, office supplies, home page development, marketing costs, capitol architect fee, and out-of-state travel for various members, he said. Under the capital requests category for FY99 are costs for the Capitol Master Plan; restoration of the two First Idaho Volunteer Flags; repairs to, interpretation of, and protective fencing around the Winged Victory statue; new Rotunda Signs; and, improvements to the Washington Statue Display Case. Total capital requests are $151,600.

Fiscal Year 2000 Budget Request

The request for FY00 administrative costs, $63,000, represents similar expenses as outlined in the FY99 budget. Capital requests for FY00 include one item—Capitol Light Fixtures replacement for $175,000. Light fixtures on the first floor will be replaced with fixtures that better replicate historic Capitol fixtures.

Director Bianchi commented that the $25,000 price tag for restoration of the First Idaho Volunteer Flags in FY99 may provide an opportunity to solicit matching funds from the community. Private sector funds (to accommodate a budget deficit of approximately $26,300) was built into the budget, Director Ahrens explained. She suggested the Commission pick a project for private funding in FY99 which would then balance the budget. She also noted that for FY00, $600,000 has been requested through the Permanent Building Fund to conduct some tuckpoint work to the outside structure of the Capitol Building.

Ms. Shadduck remarked there has been increased interest by Veterans Groups across the nation to support these types of preservation projects, such as the restoration of the flags. Those groups may be a good source of private donations. Chairman Eiguren replied if the Commission were able to raise the necessary funds to fill in that shortfall, it would send a very strong signal that it is serious about a public/private partnership.

The Commission should be thinking of the long-range and big capital needs for a fund-raising endeavor rather than the initial $26,300 shortfall, Mr. Hartgen said. Mr. Smyser agreed saying that you can only "go back to the well" so many times when raising funds. A professional firm will not be necessary to raise the initial $26,300, Chairman Eiguren said, the Commission may be able to conduct that fund-raising itself. Director Ahrens noted the Commission will be asking the Legislature for spending authority for whatever funds are raised.

MOTION: Director Bianchi moved the Commission approve the budgets as presented by the Department of Administration with one addition of a line item of $26,300 suggesting it come from donations. Ms. Shadduck seconded the motion and the Commission members passed it unanimously.

Chairman Eiguren added that he will work with Director Guerber to get in place the mechanism for tax deductible contributions. To do so, the Commission could enter into a contractual relationship with the Idaho Community Foundation to receipt those funds, and then dedicate them for that purpose.

Chairman Eiguren asked that Ms. Shadduck, Director Guerber, Administration staff, and himself make up the ad hoc committee to raise about $26,300 by putting together some marketing material, as well as working out the details on tax deductible donations.

A second ad hoc committee, composed of Mr. Smyser, Mr. Hartgen, Mr. Erstad, and Administration staff will work on an RFP for the long-term fund-raising consultant. Chairman Eiguren asked that work from both ad hoc groups be presented to the Commission at its next meeting which will be held on the same day as the Commission's FY00 presentation to JFAC.

Review and Approve Capitol Architect Request For Proposals (RFP)

The statute under which the Commission operates, Chairman Eiguren noted, provides legal authority to directly select the architect for the Capitol Building. He reminded members that during their last meeting, it was determined the

selection would involve the RFP process to assure all interested parties have the opportunity to express their interest in the role.

Larry Osgood, Administrator of the Division of Public Works, distributed a proposed RFP and explained it is a standard form typically utilized by the Division. He suggested that since the Capitol Architect will be precluded from bidding on any work to be done at the Capitol, it would be a good idea to give respondents to the RFP an idea of the amount of fees involved in the position. Therefore, subject to Commission approval, added to the RFP will be the anticipation that the Architect of the Capitol will be under contract on an hourly basis with professional services of approximately 100 hours per yearly quarter.

Mr. Erstad inquired whether precluding the Capitol Architect from bidding on work for the building is eliminating a pool of architects. Mr. Osgood replied that it will eliminate the number of architects submitting; however, even if the Capitol Architect were allowed to bid on the work, other architects may be discouraged from bidding. They may feel they could not compete with the architect on staff who specified the needed work. It is an ongoing debate in state government whether we are getting the best cost value, Director Ahrens added. Statutorily, it is necessary to split the design/consultant work from the construction work. Mr. Osgood noted he anticipates the architect who applies for this position will be one who will do the work mainly out of love for the building, and for any positive recognition.

A section of the RFP specifies an evaluation committee consisting of persons from the Capitol Commission, the Department of Administration and others will rank the proposals, and at least three, but more than five candidates will be selected for personal interviews. Upon Commission approval of the RFP, it will be immediately issued and advertised. Proposals would then be scheduled to be received by mid-December, with oral interviews early January and finalists presented to the Commission at its subsequent meeting. Volunteers for the selection committee include: Mr. Erstad, Mr. Smyser, Ms. Dahl, and Chairman Eiguren. Mr. Osgood indicated all proposals will be sent to each of the Commission members for review.

MOTION: Mr. Smyser moved the Commission approve the Capitol Architect RFP with the proposed modifications, and approve the selection committee consisting of the four named Commission members. Mr. Erstad seconded the motion and the Commission members passed it unanimously.

Capitol Tour Program

Director Guerber introduced the State Historical Society's newly hired Interpretive Specialist for the Capitol Building, Ms. Audra Sims.

Ms. Sims reported to the Commission that she has been working on four different aspects of the tour program. The first aspect, *education,* will reach groups from BSU history or architectural students to public school students. The second component, *public program*, will address drop-in visitors and brown-bag lunches to discuss the building's architecture and art, for example. *Outreach programs* will reach--through books, videos, and traveling trunks--those interested groups unable to travel to Boise. Finally, *Special Events Programs* will recognize such significant events as the upcoming 50th anniversary of the Merci Train which traveled through Boise to deliver the Winged Victory statue on February 20, 1949.

Many volunteers will be trained and utilized to help with the components. Marketing tools such as brochures and flyers are in the process of being designed, she added. Final work is being completed on the kiosk which is to be located on the first floor of the Capitol Building, Director Guerber indicated. The kiosk will provide tour location, information center, and souvenir capabilities.

Director Bianchi suggested that the project scheduled to be funded with FY99 moneys to repair, interpret and protect the Winged Victory, be coordinated with the 50th anniversary of the Merci Train. This would provide an opportunity for the Commission to gain recognition about its plans for the Capitol Building. The Commissioners agreed and will plan for an event involving Governor-Elect Kempthorne who has expressed keen interest in what the Commission is doing and is committed to this cause, Chairman Eiguren added.

Commission Correspondence

As requested by the Commissioners, a letter has been drafted to elected officials requesting their future space needs. However, Director Ahrens said, the decision was made not to send the letter until after the elections since the newly elected officials should determine future needs.

Once responses are received from the elected officials, the information will be used in several ways. Initially, the information will be used for conducting the master plan and determining how the Capitol Building will be used, she explained. Also, the Ada County Court House will soon become part of the State Capitol Mall Complex. Together with the Capitol Building plan, there will also be discussion regarding how that building is to be used.

Also as requested by the Commission, a letter was distributed to all state agencies asking that they review their inventory for any items that may have been historic furnishings of the Capitol Building. We are in the process of receiving those responses back from the agencies, she reported.

Visits to Other State Capitols

Chairman Eiguren requested Director Ahrens provide recommendations of States various Commission members to visit to research what other Commissions are doing with their Capitol Buildings. One or two staff people may accompany two Commissioners to each of the suggested locations. Several of the Commissioners offered to pay for their own travel expenses. Director Ahrens suggested each of the teams take video or digital pictures of the Capitol Buildings visited to share with the other members.

Future Meeting Dates

The subsequent meeting of the Commission will be on the day of its FY2000 budget presentation to JFAC—sometime in January or February. Chairman Eiguren noted the two principle action items for the next meeting will be to interview the finalists for the Capitol Architect, and review and approve the RFP for the fund-raising consultant. The Commission members will also be available to attend the JFAC presentation on the same day.

Adjournment

Chairman Eiguren adjourned the August 31, 1998 meeting of the Idaho State Capitol Commission at about 11:30 a.m. in order for members to recess to the Governor's Office for a final and informal meeting with Governor Batt.

Roy Lewis Eiguren

Roy Lewis Eiguren, Chairman
Idaho State Capitol Commission

Diane K. Garcia

Diane K. Garcia, Management Assistant
Department of Administration

IDAHO CAPITOL COMMISSION
FY 1999/2000 CASH FLOW PROJECTION

Balance at October 16, 1998	$393,500	
Estimated FY 1999 Income		
$300,000 avg balance @4% for 8 months	$9,000	
Total available cash FY 1999		**$402,500**
FY 1999 Suplemental Budget		$198,800
Estimated Cash Balance at 6/30/99		**$203,700**
Estimated FY 2000 Revenues		
$200,000 average balance @ 4% for 12 months		$8,000
Estimated available cash		$211,700
FY 2000 Budget request		$238,000
Estimated Cash balance at 6/30/00		**($26,300)**